

State of Ohio Affirmative Action Program

TO: All Employees

FROM: James McClave

DATE: 5/8/2023 10:09:45 AM

SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of the Info Tech, Inc to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

Info Tech, Inc managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe Info Tech, Inc has discriminated against them may file a discrimination complaint with Christine Bonnell. The EEO Representative has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:

Company's EEO Representative: Christine Bonnell

Location: 2970 SW 50th Terrace Gainesville 32608

Phone Number:

Mail Address: christine.bonnell@infotechinc.com